

CHAPTER 1. ADMINISTRATIVE PROCEDURES

1. REPORTING REQUIREMENTS.

Each person proposing any type of construction or alteration under the provisions of Federal Aviation Regulations (FAR) Part 77 is required to notify the Federal Aviation Administration (FAA) by completing FAA Form 7460-1, Notice of Proposed Construction or Alteration. The completed form should be sent to the Air Traffic Division, FAA regional office having jurisdiction over the area where the construction or alteration would be located. FAA Form 7460-1 may be obtained from the FAA headquarters, regional offices, and Airports District Offices.

2. PRECONSTRUCTION NOTICE.

This notice must be submitted:

- a. At least 30 days before the date the proposed construction or alteration is to begin.
- b. On or before the date, an application for a construction permit is filed with the Federal Communications Commission (FCC). (The FCC advises its applicants to file with the FAA well in advance of the 30 day period required in paragraph 2.a, in order to expedite FCC processing.)

3. FAA ACKNOWLEDGMENT.

The FAA will acknowledge, in writing, receipt of each notice (FAA Form 7460-1) received.

4. SUPPLEMENTAL NOTICE.

If required for submission, FAA Form 7460-2, Notice of Actual Construction or Alteration, will accompany the FAA determination. This is the authorized form that sponsors must complete and mail to the FAA when reporting the start, completion, or abandonment of construction. Letters are acceptable in cases where the construction/alteration is temporary or a proposal is abandoned. This notification process is designed to permit the FAA the necessary time to change affected procedures and/or minimum flight altitudes and to otherwise alert airmen of the structure's presence.

Caution-
NOTIFICATION AS REQUIRED IN THE DETERMINATION IS
CRITICAL TO AVIATION SAFETY.

5. MODIFICATIONS AND DEVIATIONS.

Requests for modification or deviation from these standards must be submitted to the FAA regional office serving the area where the structure would be located. Once approved, the sponsor is responsible to adhere to specific advisory circular chapter recommendations and should notify the FAA & FCC prior to removal of marking and/or lighting. A

request received after a determination is issued may require a new study and could result in a new determination.

The FAA strongly recommends that proponents become familiar with the different types of lighting systems and to request specifically the type of system desired when submitting FAA Form 7460-1. Information about these systems can be found in the Advisory Circulars listed in Chapter 13, Marking and Lighting Equipment and Information. Information should also be obtained from the manufacturers. Proponents can then determine which system best meets their needs based on purpose, installation, and maintenance costs. The type of system desired should then be requested in item 2.D. of FAA Form 7460-1. The FAA will make every effort to accommodate the request.

a. Modifications: Modifications may be approved when they would not impair aviation safety. Some examples of modifications are:

1. Marking and/or Lighting Only a Portion of an Object. The object may be so located with respect to other objects or terrain that only a portion of it needs to be marked or lighted.

2. No Marking and/or Lighting. The object may be so located with respect to other objects or terrain, removed from the general flow of air traffic, or may be so conspicuous by its shape, size, or color that marking or lighting would serve no useful purpose.

3. Voluntary Marking and/or Lighting. The object may be so located with respect to other objects or terrain that the sponsor feels increased conspicuity would better serve aviation safety.

4. Marking or Lighting an Object in Accordance with the Standards for an Object of Greater Height or Size. The object may present such an extraordinary hazard potential that higher standards may be recommended for increased conspicuity to ensure the safety to air navigation.

b. Deviations: The FAA regional office conducts an aeronautical study of the proposed deviation(s) and forwards its recommendation to FAA headquarters in Washington, DC, for final approval. Examples of deviations are changes in the:

1. Colors of objects.
2. Dimensions of color bands or rectangles.
3. Colors/types of lights.
4. Basic signals and intensity of lighting.
5. Night/day lighting combinations.
6. Flash rate.

6. FCC APPROVAL.

Any change to an original FAA determination including modification, deviation or optional upgrade to white lighting on structures which are regulated by the FCC must also be filed with the FCC for proper authorization and annotations of obstruction marking and lighting. These structures will be subject to inspection and enforcement of marking and lighting requirements by the FCC. Upon completion of the actual change, notify Aeronautical Charting at:

NOAA Aeronautical Charting Division

SSMC-4 N/CG3111

1305 East-West Highway

Silver Spring, MD 20910-3233

7. METRIC UNITS.

To promote an orderly transition to metric units, specifications include both English and metric (SI units) dimensions. The metric conversions may not be exact equivalents, and until there is an official changeover to the metric system, the English dimensions will govern.